



United States Government Printing Office
Washington, DC 20401

OFFICE OF THE INSPECTOR GENERAL

April 21, 1999

The Honorable William M. Thomas
Chairman
Joint Committee on Printing
Room 1309, Longworth Office Building
Washington, DC 20515

Dear Mr. Chairman:

Enclosed with this letter is an audit report from the Inspector General for the Department of Health and Human Services that will be of interest to the Committee. The report highlights the problem of fugitive documents that can result when Federal agencies fail to comply with the printing and dissemination requirements of Title 44, United States Code.

Since 1988, certain components of the National Institutes of Health (NIH) have had the statutory authority to use sources other than the Government Printing Office (GPO) to meeting their printing needs. However, these NIH components have been required to make their publications available to GPO's Federal Depository Library Program (FDLP) for the use of the public.

The Inspector General for the Department of Health and Human Services (HHS), June Gibbs Brown, recently concluded a review of the NIH printing program to assess whether NIH publications are being made available to the FDLP. Her report concludes that:

The NIH did not always provide copies of printed publications to GPO for distribution to the FDLs [Federal depository libraries], or provide single copies to GPO for C&I [cataloging and indexing] purposes...By NIH not providing copies of publications to GPO for FDLP distribution, depository libraries, and the public who use them, do not have ready access to documents to which they are entitled, that were being printed with taxpayer money...¹

The Inspector General also found that other NIH components which were not statutorily exempted from the requirement to use GPO "improperly printed items through

¹ Department of Health and Human Services, Office of Inspector General, "Review of the National Institutes of Health Printing Program" A-15-98-80001, March 1999, p. i.

commercial vendors that should have gone through GPO,” and that “[n]one of the unauthorized printing jobs that were in our sample were sent to GPO for FDLP and C&I purposes. Had they been printed through GPO, as required by law, FDLP and C&I requirements would have automatically been met.”²

The Inspector General’s review originally intended to evaluate the costs incurred by NIH in printing its products, but determined that this would not be feasible because of the absence of comparable cost data from each organization. However, an earlier study of the NIH printing program, conducted by HHS in 1997, concluded that NIH’s printing costs were generally higher than GPO’s, finding that “the GPO surcharge of 6% was lower than the NIH’s in-house surcharge schedule...[and that] 67% of the order costs compared in the sample favored GPO, but the total net favored the NIH.”³ A subsequent review of that study by GPO’s IG “detected several errors that have a significant overall effect on the results of [the] comparative price analysis between the NIH and the GPO...Correction of these errors would result in the overall pricing analysis favoring the GPO.”⁴ The GPO IG’s report also disclosed that the NIH had not been following Government policy on paper standards and recycled paper.

These audit findings are consistent with the findings of other studies and reports on Government printing over the past two decades: that when Federal agencies do not utilize the GPO for their printing products, the products tend to cost more—and the taxpayers pay more.⁵ Equally as important, GPO and the library community have long claimed that publications which are not produced by or through GPO are highly likely to become “fugitive” from GPO’s FDLP, thereby denying public access to taxpayer-financed information. Inspector General Brown’s study supports this claim. The Inspector General’s statistical analysis revealed that 78 percent of the sampled NIH-procured documents, which fit the criteria for the Federal Depository Library Program, were not submitted to GPO for distribution to Federal depository libraries as required by law. In addition, 82 percent of the sampled documents, which should have been submitted to GPO for cataloging and indexing, were not provided by NIH.

The failure by Federal agencies to produce or procure their publications through GPO also means that other cost-effective avenues of public access to Government documents, such as through

² *Ibid.*, p. ii.

³ Letter from Neil J. Stillman, Ph.D., Deputy Assistant Secretary for Information Resources Management, HHS, to Ms. Sally Katzen, Administrator, Office of Information and Regulatory Affairs, Office of Management and Budget, August 12, 1997.

⁴ Letter from Thomas J. Muldoon, Acting Inspector General, GPO, to Mr. Joseph J. Green, Assistant Inspector General for Public Health Service Audits, HHS, September 24, 1997.

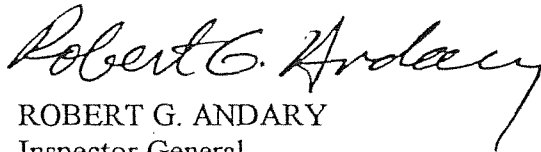
⁵ General Accounting Office, “Agency Printing Plants—Choosing the Least Costly Option” PLRD-81-31, June 19, 1981; Office of Technology Assessment, *Informing the Nation: Federal Information Dissemination in an Electronic Age*, October 1988; Joint Committee on Printing, “Oversight Hearing on Consolidation of Department of Defense Printing Services” S. Hrg. 102-907, August 4, 1992; and Joint Committee on Printing, “Review of the Defense Printing Service” S. Hrg. 103-266, July 15, 1993.

GPO's sales and reimbursable distribution programs, cannot be utilized. Additionally, publications which are not produced through GPO run a high risk of noncompliance with Government paper standards established pursuant to the provisions of chapter 5 of Title 44, U.S.C.; Government recycled paper utilization requirements; and the statutory requirement to utilize vegetable oil-based printing inks.

Proper observance of the requirements of the public printing and documents chapters of Title 44, U.S.C., by Federal departments and agencies is necessary in order to achieve the taxpayer economies which the law is designed to promote. Compliance with the law is also essential if the comprehensive system of public access provided by the FDLP is to continue to be effective.

If you require further information, please do not hesitate to contact me on 202-512-0039.

Sincerely,


ROBERT G. ANDARY
Inspector General

Enclosure



OCT 20 1998

The Honorable Robert G. Andary
Inspector General
United States Government Printing Office
Washington, D.C. 20401

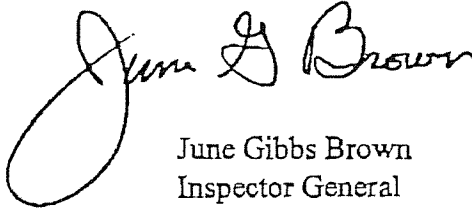
Dear Mr. Andary:

The enclosed draft report provides you with the results of our review of the National Institutes of Health (NIH) Printing Program. We reviewed whether NIH's printing program was complying with laws and regulations applicable to the Government Printing Office's (GPO) Federal Depository Library and Cataloging and Indexing Programs. This report includes our recommendations for improvement.

To properly consider and present GPO's views relative to the validity of the facts and reasonableness of the recommendations presented, we request that you share the draft report with appropriate GPO management officials and provide us with written comments within 30 days from the date of this letter. This draft report is not considered final, as it is subject to further review and revision. Please safeguard it from dissemination outside of GPO.

If you have any questions, please call me or have your staff contact Joseph J. Green, Assistant Inspector General for Public Health Service Audits, at (301) 443-3582. Please refer to Common Identification Number A-15-98-80001 in all correspondence relating to this report.

Sincerely,



June Gibbs Brown
Inspector General

Enclosure



Memorandum

Date OCT 20 1998

From June Gibbs Brown
Inspector General *June G. Brown*

Subject Review of the National Institutes of Health Printing Program (CIN: A-15-98-80001)

To Dr. Harold Varmus
Director
National Institutes of Health

The attached draft report provides you with the results of our review of the National Institutes of Health (NIH) Printing Program. We reviewed whether NIH's printing program was complying with laws and regulations applicable to the Government Printing Office's (GPO) Federal Depository Library and Cataloging and Indexing Programs. This report includes our recommendations for improvement.

This draft report is not considered final, as it is subject to further review and revision. Please safeguard it from unauthorized use. To properly consider and present your views relative to the validity of the facts and reasonableness of the recommendations presented, we request that you provide us with written comments within 30 days from the date of this memorandum.

Because much of the material included in our report was provided by GPO officials, we have provided them with a copy of this draft report for review and comment.

If you have any questions, please call me or have your staff contact Joseph J. Green, Assistant Inspector General for Public Health Service Audits, at (301) 443-3582. Please refer to Common Identification Number A-15-98-80001 in all correspondence relating to this report.

Attachment

Department of Health and Human Services

**OFFICE OF
INSPECTOR GENERAL**

DRAFT

**REVIEW OF THE NATIONAL
INSTITUTES OF HEALTH PRINTING
PROGRAM**

JUNE GIBBS BROWN • INSPECTOR GENERAL

NOTICE - THIS DRAFT RESTRICTED TO OFFICIAL USE

This document is a draft report of the Office of Inspector General and is subject to revision; therefore, recipients of this draft should not disclose its contents for purposes other than for official review and comment under any circumstances. This draft and all copies thereof remain the property of, and must be returned on demand to, the Office of Inspector General.

OCTOBER 1998

A-15-98-80001

EXECUTIVE SUMMARY

BACKGROUND

In November 1988, the National Institutes of Health (NIH), specifically the Director of each National Research Institute, was given the authority to use sources outside of the Government Printing Office (GPO) to publish, or arrange for the publication of, information with respect to the purpose of NIH. Because NIH has this authority, it is responsible for ensuring that GPO receives an adequate number of copies of publications for distribution to Federal Depository Libraries (FDL), as well as one copy for GPO to use for Cataloging and Indexing (C&I). The NIH is also required to report to GPO a list of all publications that NIH has published in the previous month.

OBJECTIVES

The objectives of this review were to evaluate costs associated with printing NIH products, as well as access to these products. However, upon completing initial survey work, we determined that it would not be feasible to perform a printing cost analysis between NIH and GPO because we could not obtain comparative cost figures for either organization. Our review of access to NIH printed products included issues regarding dissemination to GPO for purposes of the FDL program (FDLP) and GPO's C&I program.

SUMMARY OF FINDINGS

The NIH did not always provide copies of printed publications to GPO for distribution to the FDLs, or provide single copies to GPO for C&I purposes. In addition, NIH did not report its monthly commercial printing activity to GPO. While printing officials were generally aware of FDLP, they did not contact GPO to determine FDLP requirements for individual publications. In some cases, the printing officials categorized individual publications as being administrative in nature and, therefore, determined GPO did not require them for FDLP. In other cases, printing officials used a GPO listing of publications provided by GPO to determine FDLP requirements. Responsible officials at one Institute had no knowledge of FDLP prior to being notified of our audit, and none of the NIH officials we interviewed were aware of a separate monthly reporting requirement. By NIH not providing copies of publications to GPO for FDLP distribution, Depository Libraries, and the public who use them, do not have ready access to documents to which they are entitled, that were printed with taxpayer funding. The lack of monthly commercial printing reports and single-copy submissions to GPO prevents it from fully accounting for NIH's commercial publications and preparing an accurate comprehensive index of public documents.

OTHER MATTERS

The NIH components improperly printed items through commercial vendors that should have gone through GPO in Fiscal Year (FY) 1997. Responsible NIH officials were aware of the requirement to print through GPO, but chose to obtain printing services from commercial vendors because the officials felt the commercial vendors were cheaper and faster than GPO. None of the unauthorized printing jobs that were in our sample were sent to GPO for FDLR and C&I purposes. Had they been printed through GPO, as required by law, FDLR or C&I requirements would have automatically been met.

RECOMMENDATIONS

We recommend that the Director of NIH direct the Division of Support Services to ensure:

1. all affected Institutes are aware of their responsibilities regarding FDLR, through dissemination of FDLR requirements and GPO contact points;
2. all affected Institutes are aware of their responsibility to send a copy of each printed item to GPO for C&I purposes;
3. the responsible Institutes provide the required number of FDLR copies to GPO, for sampled items that GPO has identified as being of current public interest;
4. the responsible Institutes provide one copy of each item to GPO for C&I purposes, for sampled items that GPO has identified as not having received copies;
5. the NIH begins monthly reporting to GPO on all publications printed through sources other than GPO;
6. Printing and Reproduction Branch (PRB) printing officials adhere to printing requirements at 44 United States Code (U.S.C.) Section 501 when providing printing services for NIH components that do not have independent printing authority; and
7. the NIH components that do not have independent printing authority are aware of the requirement to print through GPO and, to the extent possible, ensure that only authorized National Research Institutes are printing commercially.

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INTRODUCTION

BACKGROUND

In accordance with 44 U.S.C. Section 501, all printing for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, is required to be done at GPO.

However, certain organizations within NIH are exempt from this general printing requirement. In November 1988, NIH, specifically the Director of each National Research Institute, was given the authority to publish, or arrange for the publication of, information with respect to the purpose of NIH without regard to 44 U.S.C. Section 501. Conversely, all NIH Centers, Divisions, and other entities that cannot be classified as a National Research Institute are not exempted from the GPO printing requirements and must abide by 44 U.S.C. Section 501.

Government publications are generally to be made available to the public through FDLs, which are distributed by the facilities of the GPO Superintendent of Documents for public information. The Superintendent of Documents informs Government components ordering printing, the number of copies of their publications that are required for distribution to FDLs. Related costs are charged to appropriations provided the Superintendent of Documents for that purpose. However, Government components such as NIH, which obtain publications from sources other than GPO, must bear the cost of printing and binding publications that it furnishes to GPO for distribution to FDLs. Each of these Government components are also required to furnish the Superintendent of Documents a list of such publications issued during the previous month, that were obtained from sources other than GPO.

The Superintendent of Documents is required to prepare and publish a comprehensive index of public documents at the close of each regular session of Congress. To facilitate the Superintendent of Document's accomplishment of this endeavor, the head of each executive department, independent agency, and establishment of the Government must provide to him a copy of every document issued or published.

Within NIH's Office of the Director, the Division of Support Services (DSS) establishes policy for the management of NIH's printing program. The DSS also has responsibility for managing printing contracts and providing technical assistance. National Research Institutes can either obtain printing services through DSS or can contract directly for printing services. Printing for all other NIH components is required to be approved by the NIH Printing Officer and accomplished through GPO.

In response to a January 1997 request from the Deputy Assistant Secretary for Information Resources Management, we conducted a limited review of the NIH printing program. We judgmentally selected a sample of six commercial printing jobs from three Institutes, and reviewed associated costs, as well as compliance with FDL requirements, for each. Because

our results were inconclusive, and the Joint Committee on Printing (JCP) has expressed interest in this area, we conducted a more detailed review of NIH's printing program.

OBJECTIVES, SCOPE, AND METHODOLOGY

The objectives of this review were to evaluate costs associated with printing NIH products, as well as access to these products. However, upon completing initial survey work, we determined that it would not be feasible to perform a printing cost analysis between NIH and GPO because we could not obtain comparative cost figures for either organization. Our review of access to NIH printed products included issues regarding dissemination to GPO for purposes of FDLP and GPO's C&I program.

Our review covered NIH's FY 1997 commercial printing activity, as reported semiannually to JCP. Based on discussions with officials from NIH's PRB, we excluded from our printing universe, pre-press design work that was reported by the Medical Arts and Photography Branch, as well as reprint purchases. Our printing universe, after exclusions, totaled 739 printing jobs at a value of about \$4.8 million.

Using a random number generator, we selected a statistical sample of 100 printing jobs for detailed evaluation. In order to minimize GPO resources that would be needed to analyze our statistical sample, we used GPO-published criteria and NIH file data to identify and remove 36 items from our sample that were not of public interest and, therefore, were not subject to FDL requirements. The GPO Depository Administration Branch Chief further identified 2 additional items to be removed, which left us with a sample size of 62 items.

We reviewed current laws and regulations governing Government printing operations, specifically, applicable sections of 44 U.S.C Chapters 17 and 19. We evaluated NIH's interpretation regarding its authority to print separately from GPO; and NIH's compliance with applicable reporting requirements. With the GPO Depository Administration Branch Chief's assistance, we determined whether NIH provided copies of publications to GPO for distribution to FDLs, where applicable,¹ for our 62 item sample. Where FDL copies were not required, we determined whether NIH provided single copies of publications to GPO for its C&I program. We relied on GPO's records for determining FDL and C&I requirements, and on both GPO and NIH records to determine NIH's corresponding level of compliance.

We conducted interviews, as needed, with GPO officials responsible for administering FDLP acquisitions; NIH officials in charge of administering NIH's printing operations; and officials

¹ The GPO staff obtained the FDL requirements for our sample from an on-line data base; therefore, the number of copies cited reflect requirements in effect on the date(s) of GPO's inquiries. According to GPO officials, the requirements can fluctuate, nominally, on a daily basis.

at the individual Institutes who were responsible for overseeing their respective printing operations.

Our review was conducted at NIH locations in Rockville, and Bethesda, Maryland, from October 1997 through August 1998, and was performed in accordance with the "Government Auditing Standards," issued by the Comptroller General of the United States.

RESULTS OF REVIEW

THE NIH DID NOT ALWAYS COMPLY WITH FDLP OR GPO'S C&I REQUIREMENTS

The NIH did not always provide copies of printed publications to GPO for distribution to the FDLs, or provide single copies to GPO for C&I purposes. In addition, NIH did not report its monthly commercial printing activity to GPO. While printing officials were generally aware of FDLP, they did not contact GPO to determine FDLP requirements for individual publications. In some cases, the printing officials categorized individual publications as being administrative in nature and, therefore, determined GPO did not require them for FDLP. In other cases, printing officials used a GPO listing of publications provided by GPO to determine FDLP requirements. Responsible officials at one Institute had no knowledge of the FDLP prior to being notified of our audit, and none of the NIH officials we interviewed were aware of a separate monthly reporting requirement. Because NIH did not provide copies of publications to GPO for FDLP distribution, Depository Libraries, and the public who use them, do not have ready access to documents to which they are entitled, that were printed with taxpayer funding. The lack of NIH's monthly commercial printing reports and single-copy submissions to GPO prevented it from fully accounting for NIH's commercial publications and preparing an accurate comprehensive index of public documents.

FDLP and C&I Requirements

FDLP Requirements

According to 44 U.S.C. Sections 1902-1903, Government publications are generally required to be made available to FDLs through the facilities of the Superintendent of Documents for public information. Exceptions are those publications determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value, and publications classified for reasons of national security. The number of copies may fluctuate to equal the number of FDLs requesting the respective publications. In addition, Government components such as NIH, which obtain publications from sources other than GPO, are required to furnish the Superintendent of Documents a list of such publications issued during the previous month, that were obtained from sources other than GPO.

C&I Requirements

The head of each executive department, independent agency, and establishment of the Government is required by 44 U.S.C. Section 1710, to deliver to the Superintendent of Documents a copy of every document issued or published by the department, bureau, or office that is not confidential in character. The GPO catalogs and indexes each of these documents it

receives and, at the close of each regular session of Congress, the Superintendent of Documents prepares and publishes a comprehensive index of public documents.

The NIH did not Always Provide FDLP and C&I Copies, or Report Monthly Printing Activity, to GPO

The NIH did not always provide copies of printed publications to GPO for distribution to the FDLs, or provide single copies to GPO for C&I purposes. In addition, NIH did not report its monthly commercial printing activity to GPO.

FDLP and C&I Copies not Provided to GPO

Our review of a statistical sample of 62 publications, detailed in Appendix A, showed that 46 publications required FDLP copies and all 62 publications required single copies for C&I. However, NIH provided an adequate number of copies to GPO in only 10 instances.²

- The NIH PRB, which provides a centralized printing function at the request of NIH components, comprised the largest number of publications in our sample, at 46 items. According to GPO's records, 32 of the publications required FDLP copies and PRB complied with FDLP requirements for only four publications.
- The National Cancer Institute (NCI) Office of Cancer Communications had the most reported commercial printing activity of all the National Research Institutes, with 14 publications represented in our sample. The GPO's records confirmed that 12 of the publications required FDLP copies; and NCI sent an adequate number of copies to GPO for six publications.
- The National Institute on Mental Health (NIMH) and National Institute of Alcohol Abuse and Alcoholism (NIAAA) each had one publication in our sample. The GPO's records showed that both publications required FDLP copies, but neither Institute sent copies to GPO at the time of the respective publications' printing. After being notified of our audit, NIAAA officials contacted GPO to obtain FDLP counts for not only the item in our sample, but for their other commercially printed items as well.

Reports on Monthly Printing Activity not Provided to GPO

The NIH did not report its monthly commercial printing activity to GPO. The semiannual commercial printing report for JCP constitutes the only external reporting done by NIH. The

² According to GPO officials, when GPO receives publications for FDLP, one copy is retained at GPO for C&I. Therefore, compliance with FDLP requirements, in effect, results in compliance with C&I requirements.

GPO officials stated that the monthly report is needed so that GPO can ensure it has received FDLP copies for all applicable publications.

**The NIH did not Contact GPO for FDLP Requirements
and was not Aware of a Monthly Reporting Requirement**

While printing officials were generally aware of the FDLP, they did not contact GPO to determine FDLP requirements for individual publications. In some cases, the printing officials categorized individual publications as being administrative in nature and, therefore, determined GPO did not require them for FDLP. In other cases, printing officials used a GPO listing of publications provided by GPO to make FDLP determinations. Responsible officials at one Institute had no knowledge of the FDLP prior to being notified of our audit, and none of the NIH officials we interviewed were aware of a separate monthly reporting requirement.

Publications Categorized as Administrative

Printing officials at PRB and NCI categorized individual publications as being administrative in nature and, therefore, determined GPO did not require them for FDLP. Both PRB and NCI printing officials thought that only items of broad, public interest were to be sent to GPO, and they used their professional judgment to categorize publications as administrative. These officials did not have any written guidance from GPO to assist them in defining which publications should be classified as administrative. However, a number of publications that NIH printing officials had categorized as administrative, such as program applications and internal reports, should have been sent to GPO for FDLP.

In addition to requiring copies for FDLP distribution, GPO generally needs a single copy of all publications for C&I purposes. The PRB and NCI printing officials were not aware of this requirement; therefore, when the printing officials properly determined individual publications in our sample were administrative and did not require FDLP distribution, they did not send single copies of the publications to GPO.

GPO Listings Used

The PRB and NCI printing officials used a GPO listing of publications provided by GPO to determine FDLP requirements. The PRB printing official was under the assumption that the listing was a viable source for FDLP information because he had obtained it from his GPO contact person. The PRB printing official stated that he would first consult the GPO listing to determine if a publication required FDLP copies, and if he could not determine FDLP requirements using that source, he called his GPO contact. The NCI printing officer generally used the GPO listing because he said it was not a convenient option to contact GPO for FDLP requirements for every commercially printed publication. If the NCI printing officer and his supervisor determined that a publication was of public interest and a high quantity was being

printed, they required the printing contractor to send several hundred copies to GPO for FDLP distribution.

The GPO listings in use during our audit period were over a year old, but according to the PRB printing official, these listings were the most recent NIH printing officials had received from GPO. However, the GPO Depository Administration Branch Chief informed us that the listings are intended for GPO's internal use only and are not a reliable source for FDLP information. Her reasoning was that FDLP requirements change frequently and, unless NIH constantly obtains updated copies, the above listings quickly become outdated.

The GPO Depository Administration Branch Chief advised that the only way for an Institute to ensure it has properly categorized a publication, and accurately determined the corresponding copy requirement, is to contact GPO for that information prior to printing. Because GPO has not issued any guidance on these matters since 1990, we requested written updated instructions that convey different mechanisms NIH can use to obtain FDLP counts from GPO. In response, the Depository Administration Branch Chief provided us with a GPO Memorandum, shown in Appendix B, which lists several GPO contact persons, and contact methods, for responsible NIH printing officials to use to obtain FDLP requirements.

No Knowledge of FDLP

Responsible officials for one of the Institutes included in our sample had no knowledge of FDLP prior to being notified of our audit. When NIAAA was transferred to NIH in 1992, these officials were aware of their authority to print outside of GPO, which NIH had been granted several years earlier, but were not aware of their corresponding responsibilities regarding FDLP. The NIAAA officials sought out FDLP information after being notified of our audit.

No Knowledge of a Monthly Reporting Requirement

None of the NIH officials we interviewed were aware that they were required to report monthly commercial printing activity to GPO. The GPO officials conceded that most Government agencies do not comply with the monthly reporting requirement; and GPO has no enforcement authority.

The Public does not Have Access to NIH Publications and GPO cannot Fully Account for NIH Publications

Because NIH did not provide copies of publications to GPO for FDLP distribution, Depository Libraries, and the public who use them, do not have ready access to documents to which they are entitled, that were printed with taxpayer funding. The lack of NIH's monthly commercial printing reports and single-copy submissions to GPO prevented it from fully accounting for

NIH's commercial publications and preparing an accurate comprehensive index of public documents.

The Public does not have Access to NIH Publications

The public's lack of access to NIH publications prevents GPO from attaining the purpose and goals of FDLP, which are rooted in these underlying principles:

- A well informed citizenry, cognizant of the policies and activities of its representative Government, is essential for the proper functioning of democracy; information provided by government documents is a primary means for citizens to keep informed;
- The public has a right to information contained in Government documents which have been published at public expense; the Government has an obligation to ensure availability of, and access to, these documents at no cost. These documents are a permanent source of Federal information; and
- The Federal Government benefits by realizing efficiencies afforded by a centralized distribution system, such as FDLP, which ensures wide availability of Government publications; individual agencies are able to satisfy much of the public demand for their publications without incurring the costs associated with responding to individual requests for free copies.

The GPO Depository Administration Branch Chief determined that 32 of the 36 sampled items for which GPO required, but did not previously receive, FDLP copies, are still of current public interest. Therefore, GPO has requested that responsible NIH officials send the required number of copies, detailed in Appendix A, to GPO for FDLP distribution.³

The GPO cannot Fully Account for NIH Publications

The lack of monthly commercial printing reports and single-copy submissions to GPO prevents it from fully accounting for NIH's commercial publications and preparing an accurate comprehensive index of public documents.

We discussed with GPO officials the possibility of NIH meeting the intent of the monthly reporting requirement by ensuring responsible NIH officials contact GPO prior to printing to obtain applicable FDLP and C&I requirements. Doing so would result in NIH being in compliance with both requirements, and GPO having full accountability for NIH's

³ Because NIH officials have been unable to obtain sufficient copies to fulfill FDLP requirements for each publication, GPO has agreed to accept single copies for microfiche distribution.

commercially printed publications. The GPO officials acknowledged our rationale, but stated that they did not have the authority to grant NIH a waiver from the reporting statute.

The GPO Depository Administration Branch Chief has requested that responsible NIH officials provide a single copy of the 52 sampled items for which a C&I copy was required, but was not previously submitted.⁴

⁴ For the 32 publications requiring FDLF copies, one copy will be pulled for C&I purposes; therefore, no separate C&I copy will be required.

OTHER MATTERS

THE NIH COMPONENTS WHICH LACKED AUTHORIZATION PRINTED COMMERCIALY

The NIH components improperly printed through commercial vendors items that should have gone through GPO in FY 1997. Responsible NIH officials were aware of the requirement to print through GPO, but chose to obtain printing services from commercial vendors because the officials felt the commercial vendors were cheaper and faster than GPO. None of the unauthorized printing jobs that were in our sample were sent to GPO for FDLP and C&I purposes. Had they been printed through GPO, as required by law, the FDLP or C&I requirements would have automatically been met.

NIH Authorization to Print Outside of GPO

According to 44 U.S.C. Section 501, all printing for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office, and establishment of the Government, shall be done at GPO. However, 42 U.S.C. Chapter 6A Section 284(c)(4) allows each Director of a National Research Institute to publish or arrange for the publication of information pertaining to the Institute without regard to 44 U.S.C. Section 501.

Title 42 U.S.C. Chapter 6A Section 281(b)(1) lists 17 agencies of NIH that are National Research Institutes and thereby have the authority to publish commercially. Additionally, the National Human Genome Research Center became an Institute on January 14, 1997, bringing the total number of National Research Institutes with commercial printing authority to 18.

Section F.2 of NIH Manual 6308, dated October 15, 1993, on acquisition of printing requirements at NIH, further states that all Centers, Divisions, and other entities that cannot be classified as Institutes are not exempted by the PHS Act from GPO printing requirements and must abide by 44 U.S.C. Section 501 and the Government Printing and Binding Regulations. These components must seek approval of their printing requirements from the NIH Printing Officer.

206 Commercial Printing Jobs were Unauthorized

The NIH improperly printed items through commercial vendors for NIH organizations that should have gone through GPO. Our review disclosed that NIH reported 206 commercial printing jobs for organizations that were not National Research Institutes in FY 1997, at a cost of \$346,400. As shown in Appendix C, 205 of these printing jobs were handled by PRB, and one was contracted for separately by an NIH Center.

- The PRB provides centralized printing services for NIH; therefore, when an NIH organization contacts PRB to handle its printing, it is PRB which decides whether to contract with GPO or use commercial vendors. The 205 unauthorized, non-Institute printing jobs represent at least 9 different NIH organizations. While these components followed proper procedures by contacting PRB for their printing needs; it was PRB which made the decision to contract commercially rather than go through GPO, as regulations require.
- The Fogarty International Center (FIC) was the only non-Institute to report that it had printed independently. The NIH printing officials told us that additional unauthorized printing may have occurred in FY 1997; however, they are only aware of commercial printing that is reported to them.

NIH Knowingly Printed Outside GPO

Responsible NIH officials were aware of the requirement to print through GPO. However, these officials told us they chose to obtain printing services commercially because most of their printing requests have tight time constraints and, in their opinion, commercial vendors were faster and cheaper than GPO.

NIH did not Meet FDLR and C&I Requirements

None of the unauthorized printing jobs that were in our sample were sent to GPO for FDLR and C&I copies. As shown in Appendices A and C:

- 26 of the 206 (13 percent) unauthorized, commercial printing jobs were in our sample;
- 19 of these 26 required FDLR or C&I copies to GPO; and
- None of the required FDLR or C&I copies associated with these 19 printing jobs were sent by NIH to GPO.

Had these printing jobs gone through GPO, as required by law, the FDLR or C&I requirements would have automatically been met. Although the remaining 180 unauthorized printing jobs were not part of our sample, the potential exists that a portion of them would have required FDLR and/or C&I copies, and this requirement would not have been met.

RECOMMENDATIONS

We recommend that the Director of NIH direct DSS to ensure:

1. all affected Institutes are aware of their responsibilities regarding FDLR, through dissemination of FDLR requirements and GPO contact points;

2. all affected Institutes are aware of their responsibility to send to GPO a copy of each printed item to GPO for C&I purposes;
3. the responsible Institutes provide the required number of FDLP copies to GPO, for sampled items that GPO has identified as being of current public interest;
4. the responsible Institutes provide one copy of each item to GPO for C&I purposes, for sampled items that GPO has identified as not having received copies;
5. the NIH begins monthly reporting to GPO on all publications printed through sources other than GPO;
6. Printing and Reproduction Branch printing officials adhere to printing requirements at 44 U.S.C. Section 501 when providing printing services for NIH components that do not have independent printing authority; and
7. the NIH components that do not have independent printing authority are aware of the requirement to print through GPO and, to the extent possible, ensure that only authorized National Research Institutes are printing commercially.

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APPENDICES

1

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NIH PRINTING PROGRAM FEDERAL DEPOSITORY LIBRARY AND CATALOGING AND INDEXING REQUIREMENTS

JOB DESCRIPTION			DEPOSITORY REQUIREMENTS			
JO.	INSTITUTE	PRINT DESCRIPTION	QUANTITY REQUIRED	QUANTITY SENT		EXPLANATORY NOTES
				GPO Records	Institute Records	
1	NCI	WYNTK about Kidney Cancer	728	724	724	Job Specs required FDLP copies; UPS Shipment Receipt
8	NCI	WYNTK about Oral Cancer	735	0	0	*NOTE: Job Specs required FDLP copies, but none sent
17	NCI	EEO Fact Sheet	735	0	0	
25	NCI	Consensus Development Book	735	0	0	
27	NCI	Taking Time	727	1440	724	Job Specs required FDLP copies; UPS Shipment Receipt
36	NCI	Consensus Development Posters	735	0	0	
47	NCI	Graduate Internships in Health	735	0	0	
339	NCI	Smoking Monograph 8	1 MF	1	531**	**Estimate based on GPO Receipt/530 copies returned to NCI
344	NCI	DCS Research Directory	1 MF	1	1	Job Specs required FDLP copies; Carter Pmts. Delivery Receipt
356	NCI	Keep Your Engine Running	158	1	1	Job Specs required FDLP copies; Peake Pmts Delivery receipt
362	NCI	Mammography Bulletin	721	852	730	Job Specs required FDLP copies; RPS Shipment Receipt
374	NCI	Scholar's Program	722	733	0	No FDLP copies in job specs; copies sent inadvertently
392	NIAAA	Alcohol Alert #36	643	669**	0	**Copies sent to GPO after NIAAA was notified of our audit
429	NIMH	PTSD Referral List	827	0	0	
92	PRB NCI	P.C.E.B. Newsletter	735	0	0	
101*	PRB OD	Crisp 4 Ways to Access	682	0	0	
117	PRB NICHHD	BTS Sleep Wafer Tabs	832	0	0	

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NIH PRINTING PROGRAM FEDERAL DEPOSITORY LIBRARY AND CATALOGING AND INDEXING REQUIREMENTS

JOB DESCRIPTION			DEPOSITORY REQUIREMENTS			
JO.	INSTITUTE	PRINT DESCRIPTION	QUANTITY REQUIRED	QUANTITY SENT		EXPLANATORY NOTES
				GPO Records	Institute Records	
124	PRB NIDDK	Kidney Stones in Adults	682	0	0	Could not Locate File at NIH
44*	PRB OD	Woman Health Service Program	339	0	0	
65*	PRB OD	Recombinant DNA Minutes	1 MF	0	0	
73*	PRB CC	Pharmacy Update	1 MF	0	0	
90*	PRB OD	Women's Health Flyers, Cards, Pro	683	0	0	Time Sensitive Document/GPO does not need copies at this time
193	PRB NIA	Summer Brochure FY97	814	0	0	Time Sensitive Document/GPO does not need copies at this time
205	PRB NIDDK	Gastroesophageal reflux	556	0	0	
212	PRB NIDDK	Digestive Disease and Overview	556	0	0	
227	PRB NICHD	DBSB Progress Report	704	0	0	
247	PRB NIAID	MERC Evaluation Report	729	0	0	
260	PRB NICHD	Research Human Comm.Repls.	705	0	0	
300*	PRB OD	NIH Guidelines	421	0	0	
304	PRB NIA	Urinary Incontinence	598	800	0	Job specs required distrib. to NIA/NIAIC only
307*	PRB OE	Summer Internship Prgm Res Posters	180	0	0	Time Sensitive Document/GPO does not need copies at this time
537	PRB NIDR	CSDB Site Visit Book 2	264	0	0	
587	PRB NIA	Health ABC Physician Brochure	813	0	0	
604	PRB NICHD	Print Ads - White Baby - SIDS	692	892	0	Could not determine distrib. requirements from file info

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NIH PRINTING PROGRAM FEDERAL DEPOSITORY LIBRARY AND CATALOGING AND INDEXING REQUIREMENTS

JOB DESCRIPTION			DEPOSITORY REQUIREMENTS			
NO.	INSTITUTE	PRINT DESCRIPTION	QUANTITY REQUIRED	QUANTITY SENT		EXPLANATORY NOTES
				GPO Records	Institute Records	
613	PRB NIMH	Spotlight on the Elderly	826	0	0	
614	PRB NICHD	Partners in Business/Educ News	704	0	0	
622	PRB NIDR	Programs for Kreshover Lecture	378	0	0	
652	PRB NICHD	Young Drivers Study Pamphlets	704	0	0	
665*	PRB OD	Workplace Diversity Initiative	682	0	0	
572*	PRB CC	Brochure	186	0	0	
686	PRB NIDR	Oral Medicine Fellowship	378	0	0	
691	PRB NIAAA	Project Match Vol 4 Drinc	1 MF	1	0	File jacket noted FOLP copies sent on 1st printing
696*	PRB CC	Grand Rounds Oct.97	186	0	0	
714	PRB NIMH	Abstract Book	826	0	0	
715	PRB NICHD	Fact Sheet	428	432	0	Could not determine distrib. requiremts. from file info
729	PRB NIDA	Neuroscience NIDA Flyer	200	0	0	Time Sensitive Document/GPO does not need copies at this time
SUBTOTAL 46 Items Requiring FDEP Copies						

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NIH PRINTING PROGRAM FEDERAL DEPOSITORY LIBRARY AND CATALOGING AND INDEXING REQUIREMENTS

JOB DESCRIPTION			DEPOSITORY REQUIREMENTS			
JO.	INSTITUTE	PRINT DESCRIPTION	QUANTITY REQUIRED	QUANTITY SENT		EXPLANATORY NOTES
				GPO Records	Institute Records	
125	NCI	CIS Looseleaf prototype	1 C&I	0	0	
173	NCI	Awards Ceremony materials	1 C&I	0	0	
129	PRB NICHD	BTS Back to Sleep Information Cd	1 C&I	0	0	
171	PRB NIA	BLSA Application	1 C&I	0	0	
77*	PRB ORS	NIH Mail Poster	1 C&I	0	0	
175*	PRB DCRT	Enter.Mail Jan.97 (Revision)	1 C&I	0	0	
284	PRB NICHD	Awards Ceremony	1 C&I	0	0	
110*	PRB CC	Patient Activities Calendar Dec.	1 C&I	0	0	
453	PRB NHGRI	Poster and Tent Card	1 C&I	0	0	
470	PRB NIAID	Gorgas Lecture	1 C&I	0	0	
176*	PRB DCRT	NIH Data Warehouse	1 C&I	0	0	
188*	PRB OAM	Home page post card	1 C&I	0	0	
311*	PRB ORS	Center for Career Resources	1 C&I	0	0	
334*	PRB OD	Prgm Women's Health Seminar Arthr	1 C&I	0	0	
335*	PRB ORS	Waste Disposal Guide Calendar	1 C&I	0	0	
700*	PRB OD	NIH DIR's Seminar Series - Posters	1 C&I	0	0	
TOTAL: 16 Items Requiring Cataloging and Indexing Copies Only						

62 ITEMS RESEARCHED BY GPO FOR FDLP REQUIREMENTS

* At Site No. Indicates Unauthorized Print Job

MF - Microfiche

C&I - Cataloging and Indexing

Shaded Items Indicate Compliance with FDLP Requirements

UNITED STATES GOVERNMENT

memorandum

DATE: April 30, 1998

REPLY TO
ATTN OF: Chief, Depository Administration Branch

SUBJECT: Library Programs Service Acquisitions Contact Information

TO: Memo for the Record

Agencies may contact Library Programs Service (LPS) staff by utilizing one of the following methods. Any questions concerning product eligibility for distribution to the libraries in the Federal Depository Library Program (FDLP) may be directed to one of the following numbers or e-mail addresses listed below.

Robin Haun-Mohamed
Chief, Depository Administration Branch
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401

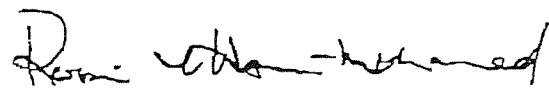
Fax e-mail:

Earl Lewter
Chief, Acquisitions and Classification Section
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401

Fax: e-mail:

Acquisitions Desk (Library Programs Service)

Fax:
e-mail:


ROBIN L. HAUN-MOHAMED

**NIH PRINTING PROGRAM
UNAUTHORIZED COMMERCIAL PRINTING
FY 1997**

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NO.	ICD	PRINT DESCRIPTION	COST
60	FIC	NIH Annual Report Intl. Act. FY96	\$18,475
77	PRB NLM	Tabs	\$700
78	PRB OA	Change Bulletin 1996 Catalog	\$4,548
96	PRB CC	Disability Employment Program	\$181
99	PRB CC	MRD-RM-606 Log	\$350
101	PRB OD	Crisp 4 Ways to Access	\$1,191
109	PRB OD	Disability Awareness/Tent Card	\$2,147
114	PRB CC	Nursing Conf. Chronic Condition	\$2,895
140	PRB DPM	Employee Expense Brochures	\$4,676
141	PRB DCRT	Mail Room Jacket	\$278
142	PRB FIC	Internal Research Fellowship Appl.	\$7,722
144	PRB OD	Woman Health Service Program	\$1,030
147	PRB OD	Radio News Service	\$980
152	PRB DCRT	ADBIS Dec., support, financ. guide	\$808
153	PRB DCRT	ADBIS: Dec Support Prep Guide	\$775
154	PRB DCRT	ADBIS: Dec Support Enterprise	\$1,765
156	PRB ORS	Alternative Dispute Handbook	\$1,187
157	PRB ORS	Center for Career Resources	\$500
160	PRB OD	Using Animals in Intramural Resch	\$7,852
162	PRB OD	Black History Month Program	\$1,157
165	PRB OD	Recombinant DNA Minutes	\$1,790
167	PRB DCRT	Interface #188	\$1,642
173	PRB CC	Pharmacy Update	\$986
175	PRB NCHGR	Tabs	\$167
177	PRB ORS	NIH Mail Poster	\$1,290
178	PRB NLM	NCBI Newsletter	\$1,355
179	PRB CC	Medical records Forms	\$336
190	PRB OD	Women's Health Flyers, Cards, Pro	\$4,070
195	PRB CC	Blood Bank Product Tag	\$375
203	PRB ORS	Posters	\$648
209	PRB FIC	Conference flyers	\$1,790
218	PRB CC	Bioethics Project	\$284
219	PRB DCRT	NIH Computer Center	\$998
220	PRB CC	Temporary Clinical privileges	\$99
221	PRB CC	Patient Unit Index	\$308
224	PRB CC	Recruitment Flyers	\$427

**NIH PRINTING PROGRAM
UNAUTHORIZED COMMERCIAL PRINTING
FY 1997**

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NO.	ICD	PRINT DESCRIPTION	COST
225	PRB CC	Recruitment Flyers	\$895
226	PRB CC	Recruitment Flyers	\$208
228	PRB FIC	International Frontiers	\$782
229	PRB NCHGR	Anchondroplasia Booklet	\$3,669
230	PRB NCHGR	Color Dividers	\$230
231	PRB CC	Frontiers	\$2,200
233	PRB NCRR	Divider Tab	\$186
241	PRB CC	Clinical Research Volunteer Visit	\$1,230
242	PRB NCRR	Tabs and Index	\$1,902
250	PRB CC	Recreation Therapy Section	\$802
264	PRB CC	Recruitment Mailer	\$1,917
272	PRB NLM	NLM New Nov. and Dec.	\$2,525
274	PRB CC	Patient Activities Calendar	\$430
275	PRB DCRT	Enter Mail Jan 97 (Revision)	\$5,544
276	PRB OD	Ris Invite Revised 96	\$1,102
279	PRB NLM	GM Bookstore Reply card	\$1,033
286	PRB OD	Women's Health Seminars, Tent	\$4,299
294	PRB CC	Vascular Access Service Log	\$723
300	PRB OD	NIH Guidelines	\$670
301	PRB DCRT	NIH Computer Center Service	\$795
309	PRB ORS	EEO Pamphlets	\$1,199
310	PRB CC	Patient Activities Calendar, Dec.	\$3,389
439	PRB CC	CC: Clinical Research Volunteer Rpt	\$2,667
440	PRB ORS	ORS: Overage, Shortage & Damage	\$1,631
441	PRB DPM	DPM: Table Tents (Blank)	\$312
442	PRB ORS	ORS: Telecommunication Notes	\$730
443	PRB ORS	ORS: AEC Manual	\$2,300
454	PRB CC	Grand Rounds 5/97 - June Flyer	\$592
455	PRB NCRR	Letterhead	\$93
456	PRB ORS	Emergency Who to Call	\$1,045
458	PRB ORS	Tabs 1/8 cut	\$2,039
468	PRB CC	Inpatient Control Card	\$199
469	PRB CC	Request for Medical Record	\$287
472	PRB ORS	Emergency Steps to Take in Event	\$1,970
473	PRB DCRT	Property Mgmt Student Guide	\$553
475	PRB DCRT	Procurement/Market Req Student Gd	\$650

**NIH PRINTING PROGRAM
UNAUTHORIZED COMMERCIAL PRINTING
FY 1997**

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NO.	ICD	PRINT DESCRIPTION	COST
476	PRB DCRT	NIH Data Warehouse	\$1,475
477	PRB DES	Utility Tunnel Expansion	\$80
479	PRB CC	Becoming Research Patient/NIH	\$5,575
483	PRB CC	13th. Floor Clinic brochure	\$327
484	PRB OD	Improving Health care/Afro-American	\$889
488	PRB OAM	Home page post card	\$2,304
489	PRB OD	Free Medline Announcement	\$1,790
490	PRB CC	Bloodbank Bag Tag	\$715
491	PRB FIC	Glycoconjugates and Molecules Hlth	\$300
498	PRB CC	Animal Carcass ID Label	\$262
501	PRB CC	Note Paper	\$88
502	PRB CC	Required Documentation	\$329
503	PRB CC	Required Documentation	\$439
504	PRB DCRT	Budget and Finance Student Guide	\$438
505	PRB DCRT	NIH Data Warehouse Design Spec	\$372
507	PRB OE	Summer Internship Prgm Res Posters	\$1,855
508	PRB OD	Pamphlet and Flyers	\$4,457
510	PRB OD	Implementation of NIH Guidelines	\$569
511	PRB NGRR	Window Envelopes	\$390
512	PRB CC	Outpatient First Registration	\$2,719
513	PRB CC	Confidential Label	\$299
514	PRB OAM	NIH Organization Handbook	\$4,153
515	PRB ORS	Police Warning Notice	\$1,198
516	PRB OGC	Letterhead	\$209
519	PRB OA	NITAAC Task File	\$179
521	PRB OAM	Newsletter	\$2,400
522	PRB CC	Nursing FLOW Sheet	\$1,791
523	PRB CC	Letterhead	\$220
528	PRB ORS	OAM Services Pamphlet	\$229
529	PRB ORS	Binder Tabs ORS Policy Manual	\$560
530	PRB OE	Resident Letter and Envelopes	\$3,450
531	PRB ORS	Parking Brochure	\$2,784
533	PRB NLM	Staff Directory '97	\$588
534	PRB DCRT	TSO Reference Manual	\$1,811
535	PRB CC	Disability Employment Program	\$4,700
545	PRB OD	Women's Health for 21st. Century	\$1,790

**NIH PRINTING PROGRAM
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NO	ICD	PRINT DESCRIPTION	COST
546	PRB FIC	Lecture Program w/ envelopes	\$438
547	PRB OAM	Newsletter	\$1,953
549	PRB OD	Including Women and Minorities	\$486
550	PRB ORS	Pollution Prevent Plan Book	\$510
551	PRB CC	Invitation for Blood Donor Day	\$220
552	PRB ORS	Negotiated Agreement Between NIH	\$254
553	PRB ORS	Women's Health for Seminar #3	\$4,790
555	PRB CC	General Admission Consent	\$748
556	PRB CC	Clinical Research Protocol	\$716
557	PRB CC	Clinical Research Protocol	\$690
559	PRB OD	Pecase	\$1,500
560	PRB OD	Applied Clinical Trial Articles	\$1,000
563	PRB ORS	Telecommunications Notes	\$640
564	PRB OD	Area Booklet	\$2,900
565	PRB OA	Fed Electronic Computer Store	\$450
567	PRB CC	Copier Paper	\$887
569	PRB DES	Job Assignment Cards	\$194
571	PRB ORS	DSS Awards Program	\$210
575	PRB CSR	Anesthesia Authorization	\$2,137
576	PRB DES	Negotiated Contract Section A-E	\$96
577	PRB DES	Sealed Bid Contract Section A-E	\$87
578	PRB OD	Beyond Hunt Valley	\$1,720
580	PRB NCRR	Mail Indicia First Class/Standard	\$124
581	PRB OD	Federal Advisory Committee Activity	\$400
582	PRB ORS	ISDN Users Guide Book	\$3,900
584	PRB OD	Conduct of Research	\$4,300
586	PRB DES	Invitations	\$984
589	PRB ORS	DSS Awards Invitations/Envelopes	\$136
590	PRB ORS	Temporary Parking Permits	\$1,046
591	PRB OD	NIH Radio News Service	\$852
595	PRB OD	Conduct of Research	\$2,900
598	PRB CC	Clinical Research Volunteer Prgm	\$1,549
602	PRB OD	Director's Award Book	\$3,655
606	PRB NLM	Letterhead	\$594
611	PRB ORS	Center for Career Resources	\$1,654
612	PRB OD	John Diggs Lecture Series - Cards	\$1,461

**NIH PRINTING PROGRAM
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NO.	ICD	PRINT DESCRIPTION	COST
617	PRB OD	OAM Newsletter	\$749
618	PRB OD	NIH Support/Research Women Hlth	\$9,200
619	PRB OD	Coloring Xeroxing for EEO	\$654
620	PRB OD	NIH Manual 1754	\$21,400
621	PRB ORS	Awards for DES	\$2,100
623	PRB CC	Invitation Blood Donor Day - Rev	\$228
624	PRB ORS	DSFM Award Ceremony	\$650
626	PRB DES	Waterline Cleaning	\$465
627	PRB ORS	Certification of Completion Lab Safety	\$319
628	PRB OD	Step Catalog 97-98	\$3,254
629	PRB CC	Rolodex Cards and Flyers	\$2,375
632	PRB CC	Education/Training Letterhead	\$1,755
634	PRB OD	Prgrm Women's Health Seminar Arthr	\$3,868
635	PRB ORS	Waste Disposal Guide Calendar	\$4,270
637	PRB ORS	OD Honor Awards Brochure	\$1,150
638	PRB CC	Letterhead	\$124
639	PRB CC	Envelopes	\$208
640	PRB NLM	Adopt-a-School Brochure	\$1,220
645	PRB OD	GBC Exchange Cheat	\$90
646	PRB CC	Grand Rounds 9/97	\$645
649	PRB OD	2nd OD Awards Brochure	\$995
650	PRB CC	Tab Dividers - Interdisciplinary Note	\$2,015
651	PRB OER	NIH Homepage Grants Page	\$2,298
654	PRB OE	Resident Letter/Envelope	\$2,300
655	PRB DCRT	SEQ Lab Guide	\$1,400
656	PRB DCRT	Program Manual Vol II	\$1,805
657	PRB DCRT	GCG User's Guide	\$1,100
658	PRB DCRT	Program Manual Vol. I	\$2,000
659	PRB DCRT	User Release Notes	\$187
660	PRB DCRT	Spine for Disaster Recovery Manual	\$53
661	PRB CC	Recruitment Flyer Critical Care Nurse	\$1,467
662	PRB OD	Blank Table Tent	\$56
665	PRB OD	Workplace Diversity Initiative	\$1,461
667	PRB OD	DSS Brochures	\$2,948
672	PRB CC	Brochure	\$250
673	PRB FIC	US Mexico Canada Workshop	\$370

**NIH PRINTING PROGRAM
UNAUTHORIZED COMMERCIAL PRINTING
FY 1997**

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NO.	ICD	PRINT DESCRIPTION	COST
674	PRB DES	Inside Boiler 5	\$43
675	PRB ORS	Poster-Copy Room Equipment	\$400
678	PRB ORS	BTS Letterhead	\$1,165
680	PRB ORS	Certificate Completion HIV/Blood	\$90
685	PRB OD	Thalidomide Abstract	\$575
688	PRB OD	Acupuncture Abstract Book	\$6,767
695	PRB DES	Renovation/Boilers/Chillers	\$46
696	PRB CC	Grand Rounds Oct 97	\$592
697	PRB CC	Tab Dividers - Patient Unit Index	\$3,110
698	PRB CC	Tab Dividers - Protocol History	\$1,521
699	PRB ORS	Parking Brochure - Reprint	\$2,690
700	PRB OD	NIH DIR's Seminar Series - Posters	\$470
701	PRB OD	NIH DIR's Seminar Series - Flyers	\$460
702	PRB OD	NIH DIR's Seminar Series - TentCard	\$600
703	PRB FIC	Handbook Visiting Foreign Scientists	\$2,900
707	PRB OD	ORWH Reentry Assessment Program	\$3,200
709	PRB OD	Exchange OD Users Book	\$1,550
710	PRB CC	Patient Activities Calendar	\$375
712	PRB ORS	International Activities	\$6,700
713	PRB OD	Magic Bookmarks	\$645
717	PRB OD	Schedule/OD Users Book	\$3,550
722	PRB OD	NIH Radio News Service	\$768
723	PRB OD	Gordon Lecture Epidemiology	\$1,858
724	PRB FIC	International Activities	\$5,936
730	PRB OD	Wed. Afternoon Lectures - Fall	\$340

Shaded Line Indicates Item
was Part of Sample

TOTAL NUMBER 206
% OF ALL COMMERCIAL PRINTING 28%

TOTAL DOLLARS \$346,400
% OF ALL COMMERCIAL PRINTING 7%

